

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

BULLETIN NO. 61-7

January 24, 1961

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Review of the 1961 and 1962 budgets

1. Purpose and objectives. This Bulletin outlines the general approach for reviewing agency programs and proposing changes in the budget recommendations of the previous administration for the fiscal years 1961 and 1962.

Each agency head at his earliest convenience should review the programs and budgets for these years as set forth in the budget recently presented to Congress by the previous administration. Although budget amendments are expected to be transmitted to the Congress for a relatively few programs only, it is important that agency heads review all programs, and satisfy themselves that the financial plan for the entire agency represents a sound and effective proposal for the use of public funds.

In the process of conducting this program review, agency heads are urged also to identify areas where improvements are possible in the effectiveness of conducting governmental activities, and to commence action where warranted to improve the management of the agency.

2. Supplementals and budget amendments. The President has indicated that amendments to be proposed for the 1962 budget should be limited to a relatively small number of items on which he wishes to initiate a significant change in the scope or direction of governmental programs. This will mean deliberately refraining from proposing changes in other budget items on which present judgment would differ from the views of the previous administration, but where the difference would not be of major significance. Therefore, no change will be considered in the amounts which were included in the 1962 budget presented to Congress unless the agency head feels strongly that some modification is necessary. There will be an opportunity to consider all programs and budgets afresh when the budget for 1963 is prepared.

Bureau of the Budget staff should be advised informally, as soon as possible, of any supplementals for 1961 or budget amendments for 1962 which the agency head expects to request under existing legislation. Formal proposals for all such items must be received in the Bureau of the Budget not later than February 20, 1961. The instructions in

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4. Changes not requiring Congressional action. The review may indicate the need for changes in program emphasis within the appropriation amounts and conditions included in the January budget. These changes are not regarded as budget amendments. However, if they would significantly modify the proposed activities as printed in the budget, they should be submitted to the Bureau of the Budget for appropriate and timely clearance before being presented to the Appropriations Committee.

The instructions in the letter from February 20, 1961. The instructions in the letter from February 20, 1961. The instructions in the letter from February 20, 1961.